



**NAVAIRSYSCOM/NAMTRAGRU/NAWCTSD  
JOINT OPERATING AGREEMENT  
FOR  
NAVAL AIR MAINTENANCE TRAINING  
SYSTEMS**

March 21, 2001

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- Ref: (a) OPNAVINST 1500.11G  
(b) OPNAVINST 1540.2E  
(c) NAVAIRINST 5400.116B DTD 3 June 99  
(d) OPNAVINST 4790.2G  
(e) NAVAIRSYSCOM Training System Management Handbook September 2000  
(f) DOD Directive 5000 Series  
(g) MIL-PRF-29612 Series and Handbooks  
(h) PMA205/NAWCTSD RELATIONSHIP DOCUMENT, NAVAIR LTR 5223, SER. AIR 1.0U/006 DTD 29 June 98

**Purpose**

To identify and define the interfaces, relationships, and working procedures between NAVAIRSYSCOM PMA205, NAMTRAGRU and NAWCTSD to be followed during the planning, programming, acquisition and support phases for aviation maintenance training systems and trainers. PMA205 in the subsequent paragraphs includes NAVAIRSYSCOM Headquarters and assigned field activities. NAWCTSD has specific responsibilities that are delineated in the agreement and, therefore, is designated as a primary member of this agreement. This Joint Operating Agreement (JOA) shall be referenced in all AIRTASKs relative to maintenance training, which impacts NAMTRAGRU, NAWCTSD and in-service training for USN/USMC fleet activities.

**Review/Cancellation**

This living document will be reviewed annually and can only be canceled upon written notification by the principal parties.

**Discussion**

Reference (a) provides policy guidance and establishes organizational relationships and procedures for the administration and operation of the Naval Aviation Training Program as related to aircrew, maintenance and support personnel. NAMTRAGRU mission cited in reference (b) identifies the policies and procedures concerning the Naval Air Maintenance Training Program. The mission cited in reference (c) establishes the authority and responsibilities of PMA205 for the Aviation Training Systems Program and outlines the program's description, scope, operating relationships, organization and resources. Reference (d) defines maintenance concepts and policy and provides policy and procedures for support of common operational systems and other equipment used for training purposes. Reference (e) provides the CNO-approved management plan delineating the working relationships and between the Training Support Agent (TSA) activities representing the actual Training Agent (TA). Reference (f) series are the principal DOD acquisition documents. They delineate the disciplined approach for systems and material acquisitions and dictate an integrated requirements generation, acquisition management, Planning Programming Budget System (PPBS) and logistics support effort. References (e) and (g) provides standards and guidelines for acquisition of training systems and materials. Reference (h) outlines the operational relationship between PMA205 and NAWCTSD.

As Naval Aviation's training acquisition activity and TSA, PMA205, as directed in reference (c), responds to training requirements and acquires training systems, materials and support for new aviation weapon systems and equipment for existing weapon systems which require major modification to maintain configuration with fleet systems. NAMTRAGRU, as the TA, assists PMA205 in accordance with references (a) through (g) and this agreement. NAWCTSD, as a COMNAVAIRSYSCOM field activity, provides support to PMA205 as outlined in reference (h).

Reference (b) assigns NAMTRAGRU the primary responsibility for accomplishing the objectives of the Naval Air Maintenance Training Program and tasks NAMTRAGRU with implementation and management

March 21, 2001

of the logistics elements necessary for the accomplishment of the training mission. In this capacity, NAMTRAGRU provides technical support and advice to NAVAIRSYSCOM in matters related to maintenance training development, acquisition and integrated logistics support.

This JOA has been developed to delineate the procedures, working relationship and interfaces which will enable NAVAIRSYSCOM PMA205, NAWCTSD, and NAMTRAGRU organizations to effectively discharge their joint responsibilities in accordance with reference (e). To ensure these joint responsibilities are addressed consistently across platforms, PMA205 established a Trainer Management Team (TMT) for all weapon systems/platforms supporting Naval Aviation. These TMTs shall meet semi-annually, or as required, to address specific issues, be co-chaired by the OPNAV N789x and PMA205 APM TS, and have NAWCTSD Project Managers and NAMTRAGRU Technical Coordinators as primary members. Issues that cannot be resolved via the TMT process are to be forwarded to an Executive Steering Committee consisting of Senior Management (CO/XO/Deputies as directed by the CO of each activity) for resolution. This ESC shall convene immediately preceding/following the Naval Aviation Technical Training Executive Steering Committee meetings.

Through the TMT structure, PMA205 shall ensure the following:

For New Training System Procurements

PMA205 shall endeavor to:

1. Ensure NAMTRAGRU and NAWCTSD participation in the development of Request for Proposals (RFPs).
2. During the RFP process if incorporation of NAMTRAGRU and NAWCTSD recommendations cannot be made, an explanation of the circumstances shall be furnished to the activity whose recommendations were not accepted. If curricula/trainers for use by either activity are an identifiable deliverable under the RFP, a member of the impacted activity shall serve on the proposal evaluation board.
3. Conduct in-progress reviews of preliminary and draft copies of contractor curricula materials, including PDR/CDR/etc, for curriculum support elements in the training package. If travel is required, PMA205 is responsible for budgeting for, and providing necessary funding, to the affected activity.
4. Procure a total training package to include;
  - a. Initial factory training with supporting documentation and training materials consistent with the cognizant activities' recommendations.
  - b. Agreed upon aviation maintenance trainers.
  - c. Instructional and technical materials which support logistic elements of the Enlisted Aircrew and Aviation Maintenance Training Continuum System support requirements such as: master task lists and supporting elements; conventional courseware components, Interactive Courseware and Computer Aided Instructional materials as required and as based upon the results of a front-end analysis (includes media analysis) integrated into a coherent package for the training continuum. All deliverables shall be nonproprietary (whenever possible).
  - d. Provisions for configuration management, distribution and lifecycle support of the training system.
5. Consider the cognizant training activity as their agent in the acceptance and inspection of the training systems deliverables impacting the specific activity.

NAMTRAGRU/NAWCTSD shall endeavor to:

1. Review source documents for proposed training and provide timely inputs to PMA205.
2. Participate as a member of the Source Selection Evaluation Board (SSEB) for curricula/trainers when identified as a deliverable impacting their specific training activity under the RFP.
3. Participate as a(n) integral member(s) of the NAVAIRSYSCOM TRRPM Advisory Teams and assist in developing concept documents, resource requirement documents, Navy Training Systems Plans (NTSPs), Integrated Logistic Support (ILS) Plans and other planning documents impacting the training activity's area of responsibility.
4. Aid in preparing the RFP for new procurements of major weapon systems/equipments involving their specific activity's training systems.

March 21, 2001

5. Review final contract proposals/specifications pertaining to Training Systems to be conducted/supported by the specific training activity.
6. As requested, act as PMA205's agent in the acceptance inspections of Training System components (curricula/trainers/etc.) and submit comments and recommendations to PMA205 regarding acceptability of such programs.
7. When requested to review material, make an acceptance recommendation, indicating the degree of acceptance and a brief description of the remaining discrepancies, if any.
8. Share data and expertise between commands when assistance is requested by either activity. For instance, engineering, instructional, logistics, contractual, and/or program management expertise resident within NAWCTSD shall be made available to NAMTRAGRU in the design of training systems, utilization data supporting specific training attributes and experiences within NAMTRAGRU shall be made available to NAWCTSD to validate training system decisions.

#### For Training System Modifications

PMA205 shall:

1. Provide advance notification of projected/preliminary Engineering Change Proposals (ECPs)/emerging requirements via the TMT forum or other means deemed appropriate by the APM TS in order to afford training activities an opportunity to conduct an impact analysis prior to the release of a formal ECP.
2. Forward copies of all ECP's to NAMTRAGRU/NAWCTSD for review prior to the Change Configuration Board (CCB) and recommend ECPs be deferred by the CCB if input from NAMTRAGRU/NAWCTSD has not been received.
3. Establish a tracking system to ensure the APM TS and his/her training team have reviewed all ECPs, the MAT is complete and indicate that NAMTRAGRU/NAWCTSD inputs have been considered.
4. Ensure adequate funding is identified to install changes and upgrades to the training system concurrent with operating systems upgrades. If travel is required, PMA205 is responsible for budgeting for, and providing necessary funding, to the impacted activity.
5. Afford the training community an opportunity to identify training system deficiencies, prioritize these deficiencies, and initiate actions to resolve the identified deficiencies. This includes coordinating with appropriate Resource Sponsors/PMA's in obtaining funding required for deficiency resolution.

NAWCTSD/NAMTRAGRU shall:

1. Leverage off the strengths of each other to support the training system. Specifically, the engineering and logistical resources of NAWCTSD's ISEOs shall be made available to NAMTRAGRU in generating/evaluating/pricing Engineering Change Proposals impacting the maintenance-training continuum. These resources shall not be bound by specific platform/system considerations, but upon ability/availability. Conversely, training system components within NAMTRAGRU shall be made available to NAWCTSD to prevent duplication of effort whenever requested and feasible.
2. As a part of the ECP review process, identify requirements for training and training materials via a written endorsement to the proposed ECP.
3. Be responsible for maintaining and reporting configuration management of trainers and training equipment assigned to their specific activity.

#### For Trainer Disposal

PMA205 shall:

1. Review initial disposition recommendations from OPNAV (N789) and forward instructions to the impacted training activity.
2. Budget for storage of trainers identified as Class III maintenance trainers. Class III maintenance trainers are devices no longer required to support current naval aviation maintenance training needs, but may be required in the future.

NAMTRAGRU/NAWCTSD shall:

1. Submit lists of excess trainers to OPNAV (N789) for disposition instructions.
2. Ship trainers to final destination in accordance with directions from PMA205.

March 21, 2001

For Funding/Budget

PMA205 shall:

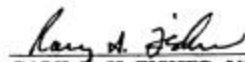
1. Budget for, and provide funding, as appropriate, for support of AIRTASKs issued to impacted training activities.
2. Submit and defend trainer rework requirements as a line item in their annual POM submission.


NAMTRAGRU/NAWCTSD shall:

1. Identify scheduled and projected procurements for aviation maintenance training curricula, training systems, hardware trainers, and the associated logistics support and to plan for projected initial factory training procurements via the ECP and TMT process. These inputs will provide a basis for the APM TS to formulate funding, travel and manpower requirements for inclusion in the POM process.
2. In support of the PMA205 TMT structure, program and budget for projected travel requirements.
3. Submit rework requirements for inclusion in the annual PMA205 POM process.

For Contractual Efforts

PMA205 and NAWCTSD shall make available to NAMTRAGRU contracting resources and shall place orders, etc. on their behalf utilizing PMA205/NAWCTSD contract vehicles to meet training systems requirements.

  
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